MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF SAN JOSÉ AND THE SANTA CLARA VALLEY WATER DISTRICT FOR TRASH PREVENTION AND REMOVAL







2009-2010
ANNUAL REPORT
AUGUST 31, 2010

PREPARED BY:
CITY OF SAN JOSÉ
SANTA CLARA VALLEY WATER DISTRICT

Santa Clara Valley Water District

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Cover Pictures

Upper Left: Guadalupe River at Curtner Drive, before cleanup.
Lower Left: Guadalupe River near Skyport Drive, during cleanup
Right: Guadalupe River near Taylor Street, before cleanup

Introduction

This report summarizes the annual activities associated with the City of San José (City) and the Santa Clara Valley Water District (District) Memorandum of Agreement for Trash Prevention and Removal Services (Trash MOA). The City Council and District Board approved the Trash MOA in September 2004, and revised it in February 2008. The Trash MOA is implemented by a Joint Trash Team (Attachment A) comprised of staff from the District and City. Oversight of the Joint Trash Team and its efforts is provided by the Executive Committee (Attachment B), comprised of management from the District and City. The Work Plan included five elements:

1. Monthly Encampment Cleanup Program
2. Weekly Encampment Cleanup Program
3. Partnered Cleanup Projects Program
4. Other Trash Prevention & Removal Activities
5. Develop Annual Trash MOA Work Plans and Reports

The Trash MOA specifies that the Joint Trash Team shall prepare an Annual Report, describing the status of work plan activities and submit it to the Executive Committee by August 31st of each year. This report is intended to provide a status update and to highlight relevant activities, successes and challenges associated with each objective in accordance with the Trash MOA. In addition to tracking the results of cleanup efforts, the Trash MOA requires tracking and reporting the cleanup program costs. These costs are detailed and summarized in Attachment C.

In the coming fiscal year organizational changes in the San Jose Police Department will affect the manner in which the Monthly and Weekly Encampment Cleanup Programs are coordinated. The administrative responsibilities and tasks for the operation of the encampment cleans up will be redistributed among the Joint Trash Team members. With the redistribution of assignments, the Joint Trash Team will be sensitive to maintaining an equitable split in the cost and demand on resources between the different Trash MOA partners. Service for Monthly and Weekly Encampment Cleanup Programs will continue and the Joint Trash Team is working to minimize disruption from the transition in organization. While changes in procedure can be challenging, they also have the potential to create opportunities for improvement and reveal new efficiencies that further the Trash MOA activities.

Task 1
Monthly Encampment Cleanup Program

Description and Status

The monthly encampment cleanup program focuses on the removal of active illegal encampment sites and is led by the City. Activities are typically conducted during the weekend, averaging approximately one day per month with a maximum of 10 per year. These cleanups typically occur the fourth Saturday of the month, with sites selected by SJPD based on complaints from the public. Monthly cleanups were performed on the dates listed in Table 1. The month of December was skipped in advance of the Housing Department's annual homeless survey and the months of February and March were skipped so that an accurate count of the homeless residents could be made for the 2010 Census. The City and District staff who conduct the weekend cleanups also perform a variety of police and field maintenance activities which can occur on weekends. The police on occasion are required to respond to higher priority service calls and the cleanup scheduled for that day must then be cancelled and noticed for a different date. In FY09-10 six (6) monthly encampment cleanups were performed.

For monthly encampment cleanups, the San José Police Department arranges for and supervises a labor crew from County Department of Corrections. The Water District provides rear-loading compactor

trucks, drivers, portable sanitation equipment, tools, and supplies, as well as personal protection equipment for the workers at the direction of the Police Department. The City's Environmental Services Department pays for disposal of the debris collected. Prior to the day of the cleanup, Police Department Officers post signs at the cleanup sites at least 72 hours in advance to warn that all materials will be collected and disposed of, and that any valuables found can be claimed at the Police Department's property warehouse. Additionally, the City's Department of Housing conducts outreach to individuals found occupying the encampments to let them know the date of the cleanups, and provide information on shelter and other services available to them.

Table 1: Monthly Encampment Cleanup Data

Date	Creek Locations	Debris Removed (cy)	Total removed (tons)
August 15, 2009	Coyote Creeks under the bridge Santa Clara at 17th Street at Corie Ct., both banks, East of Old Oakland Rd. at Schallenberger and Ridder Park, both banks.	50	10.78
Sept. 26, 2009	Coyote Creek at Capitol at Tuers at Senter and Umbarger at Tully and Galveston at Old Oakland and Cory Ct at Shallenberger and Ridder Park	40	7.93
October 31, 2009	Story @ Remillard Ct. at Needles u/s & d/s	100	12.25
Nov. 21, 2009	Coyote Creek at Senter and Umbarger at Olinder Park d/s 280 at Schallenberger and Ridder Park area.	50	11.05
Jan. 23, 2010	Coyote Creek at Shallenberger and Ridder Park at Shallenberger and Old Oakland at Capitol Expressway and Tuers at Senter and Umbarger at Tully and Galveston at Needles and Rock Springs	62	14.02
April 17, 2010	Story @ Remillard Ct. Olinder Park, d/s 280	58	18.56
Grand Total		**360 cubic yards**	**74.59 tons**

Evaluation

Successes

- Forwarding all illegal encampment complaints to SJPD allows this program to target areas in need of cleaning.
- Partnership with the City Department of Housing allowed for more efficient social services responses.
- Utilizing the SJPD property warehouse for cataloging, and storage of homeless possessions collected during encampment cleanups facilitates retrieval of property by owners.
- Use of the San José City Waste Disposal Authorization forms for disposal of non-hazardous trash streamlined and lowered cost of disposal.

Challenges/Improvements for 2010-2011

- Changes in the Police Department Metro Unit organization and staff reductions
- Changes in the methods and resources available from the Housing Department to provide outreach to homeless individuals.

- Share and consolidate cleanup data collected by SCVWD and City staff on a quarterly basis

Task 2
Weekly Encampment Cleanup Program

Description and Status

The weekly encampment cleanup program usually focuses on the cleanup of inactive illegal encampment sites, but may also include cleaning active illegal encampment sites. The weekly encampment cleanup program is led by the District under the auspices of this Trash MOA and the District's Clean Safe Creeks – Good Neighbor Program. If required, assistance from the SJPD is available on call. Activities are typically conducted Monday thru Friday, approximately one day per week. In the Guadalupe Watershed, cleanup activities are performed by the quarterly cleaning of an assigned 'route' of high priority reaches of creeks in the Guadalupe Watershed. Coverage of the route includes inspection for encampments and removal of trash as needed. The route was adjusted to reflect the addition of new regular encampments and abandonment of previous sites. This FY the crews that conduct the weekly encampment cleanups made the route schedule more flexible to discourage new and growing encampments, and to coordinate with the schedules of the Stream Maintenance and Dam Safety work conducted by the District. In the Coyote Watershed, cleanup activities are done 150 ft upstream and downstream of road bridge crossings of the creeks. The weekly cleanup activities which meet the requirements of the MOA are totaled quarterly based on the fiscal calendar of July 1st to June 30 annually.

Table 2: Weekly Encampment Cleanup Data

Date	Creek Locations	Cubic Yards Removed (CY)	Total Tons Removed
Q1 (9/30/09)	Guadalupe Rv., Los Gatos Ck., Canoas Ck.	40	5.39
Q2(12/31/09)	Guadalupe Rv., Los Gatos Ck.,	22	2.01
Q3 (3/30/10)	Guadalupe Rv., Los Gatos Ck.	124	11.41
Q4 (6/30/10)	Guadalupe Rv., Los Gatos Ck.,	71	10.17
Grand Total		**257 cubic yards**	**28.98 tons**

Evaluation

Successes

- Streamlined hand-off of City waste Authorization Forms between City and District's Guadalupe Watershed staff.
- Increased communication between SCVWD and City Department of Parks, Recreation and Neighborhood Services allowed for faster and more thorough identification of encampments.
- Balanced demands of the Stream Maintenance and Dam Safety Programs and the encampment cleanups throughout the year.

Challenges/Improvements for 2010-2011

- Limited opportunities to expand program in Coyote Watershed due to staffing constraints
- Changes in the Police Department Metro Unit organization and staff reductions
- Share and consolidate cleanup data collected by SCVWD and City staff on a quarterly basis

Task 3
Partnered Cleanups Projects

Description and Status

The partnered cleanup program helps to address sites that due to their location, site-specific safety concerns, source and/or nature of debris, are not included in regular operations and maintenance activities of either the City or the District. These sites, by the nature of their selection criteria, are often more challenging to access and clean. While these sites do not generate a large amount of debris compared to encampment cleanups, they do have a significant amount of trash and litter that would otherwise remain in the waterways. At one cleanup site, Coyote Creek from Julian to the confluence with Silver Creek, the area of work for the MOA cleanup overlapped with the SCVWD Trash Hot Spot SCW06. City and District staff worked together to document the cleanup to the standards required by the Municipal Regional Stormwater Permit (MRP). These cleanups are coordinated by both City and District staff on the Joint Trash Team. The City and the District may collaborate on up to five (5) partnered cleanups per year. Five (5) partnered cleanups were performed during FY09-10.

Table 3: Partnered Cleanup Data

Date	Creek	Debris removed		Types of Debris	City Provided:	District Provided:
		tons	CY			
7/28	Guadalupe Rv., d/s Skyport Dr..	0.33	100	Downed trees blocking watercourse, trash raft	ESD: Senior Maintenance Worker & SJCC crew; disposal costs PRNS-ALGP: Compactor truck	Crane truck and associated equipment SCVWD Maintenance Worker Biologic assessment and sign-off
8/12	Coyote Cr., Story Rd. to 280	0.92	20	Trash rafts in waterway, litter	ESD:DOT Maintenance Workers II & AWP crew; disposal costs, supplies PRNS-ALGP: Compactor and driver	SCVWD Maintenance Worker & SJCC crew Biologic assessment and sign-off
8/25 & 9/23	Guadalupe Rv., at Curtner Bridge	3.62	60	Large trash raft	ESD: 2x Senior Maintenance Workers & SJCC crew; Disposal costs PRNS-ALGP: 2 x Compactor & driver	2x Crane truck and associated equipment 2x SCVWD Maintenance Worker Biologic assessment and sign-off
2/2 & 2/3	Guadalupe Rv., Colemen Ave. to Hedding Street.	1.4	30	Litter , plastic bags and debris caught in trees.	ESD:2x Maintenance Workers II & AWP crew, disposal, supplies Housing: staff to offer social services	Noticing of cleanup site (2x) Compactor & Driver
6/15, 6/16 & 6/17	Coyote Cr., confluence with Silver Ck. To Julian St.	1.0	30	Trash rafts, litter on banks	ESD: Maintenance Workers II & AWP crew, disposal, supplies PRNS-ALGP: 2x Driver & Compactor Truck	2x SCVWD Senior Maintenance Worker, 2x SCVWD Maintenance Worker , boats and associated equipment Biologic assessment and sign-off
	Total	**7.27**	**240**			

Evaluation

Successes

- Anticipating cleanups sites that may require two or more days of work and coordinating tasks to maximize efficiency of staff time and resources,.
- Identifying and prioritizing sites that are not included in regular operations and maintenance activities of either the City or the District.

Challenges/Improvements for 2010-2011

- Coordinating within City and District to identify and document when an MOA work sites overlaps with required cleanup sites per the MRP section C.10.b
- Networking with SCVWD and City partners to identify a broader list of potential cleanup sites
- Share and consolidate cleanup data collected by SCVWD and City staff on a quarterly basis

Task 4
Other Trash Prevention & Removal Activities

Task 4-1: Trash Prevention & Removal Programs and Contacts List

Description and Status

The Team shall develop, maintain and distribute to appropriate City and District personnel, a list of trash prevention and removal programs and their associated staff contacts. This list is intended to improve coordination and make communications with residents more seamless.

The purpose of the Contact List (Attachment D) is to facilitate reporting of maintenance and compliance issues identified by field staff from one agency to the other. The need for a Contact List was based on field staff input regarding the difficulty associated with identifying where to direct various types of maintenance issues. The list includes key staff contacts at both the City and Water District who are involved in trash removal and maintenance programs. The list was updated in August 2009 to reflect staffing changes and new programs. The mechanism for distributing the list has varied, but typically the list is distributed as part of the Annual Report and during staff meetings.

Evaluation

Successes

- The Contact List continues to be useful and will be reviewed at least once per year in order to include updates as phone numbers and staff responsibilities change.

Challenges/Improvements for 2010-2011

- Make list available online for Joint Trash Team partners.
- Keeping current with staff and program changes as reorganization and reductions effect Joint Trash Team partners.

Task 4-2: Enforcement and Education

Description and Status

The Team shall, as part of its annual work planning, consider opportunities for improved use and coordination of enforcement and education by the City and District.

In advance of the partnered cleanup of the Guadalupe River at Curtner Avenue, District and City staff collaborated on an outreach letter to residents living adjacent to the Guadalupe River. Like many older neighborhoods in San Jose, the riverbanks up and downstream of the cleanup site were private property, and therefore require the participation of residents to maintain and monitor the River's condition. The letter informed residents of the cleanup activities taking place in their neighborhood, and acknowledged

the partnership between the agencies. The letter explained the issues and various sources of trash in the creeks and reminded property owners of their responsibility for the removal of trash and the condition of their property. The District provided factsheets on best management practices for creek side property owners that were included with the letter. The City formatted and mailed the letter to residents up and downstream of the cleanup site.

Both the City of San Jose and the Santa Clara Valley Water District are members of the Santa Clara Basin Watershed Management Initiative (WMI), a regional stakeholder group dedicated to coordinating regulatory efforts on issues affecting watersheds. On May 10, 2010 the WMI hosted a Trash Summit that was attended by over 50 key stakeholders, including staff from the Joint Trash Team. At the summit, attendees shared ideas for addressing various aspects of litter and trash control, including education, management of illegal encampments, and enforcement of litter controls. Stakeholders discussed potential organizational structures that would allow the Zero Litter Initiative to establish an ongoing collaborative, development of an Action Plan, and refinement of a Zero Litter Resolution for agency adoption.

Evaluation

Successes

- Informed river side property owners surrounding a cleanup site of the sources of trash in the waterways and actions they can take prevent future trash accumulation
- Joint Trash Team members actively shared experience from the MOA work with other trash stakeholders

Challenges/Improvements for 2010-2011

- Evaluate opportunities to educate the public about the issue of trash in the waterways in conjunction with Trash MOA cleanup activities.
- Continue to support the goals of the Trash Summit and engage with the stakeholders regarding riparian litter and encampment issues.

Task 4-3: Coordinating Operations

Description and Status

The Team shall, as part of its annual work planning, consider opportunities to manage and schedule routine cleanup activities performed by both parties with the intent of providing equitable exchange of services.

Through the monthly meetings the Joint Trash team coordinated the distribution of tasks and cost in an equitable manner. Costs and the division of services provided by the District and City Departments at prior cleanups were considered when organizing a partnered cleanup and efforts were made to balance the work load throughout the year instead of on single cleanup basis.

Evaluation

Successes

- Balancing demands on agency and department resources.

Challenges/Improvements for 2010-2011

- Evaluate opportunities to manage and schedule routine cleanup activities performed by either agency to improve efficiency or reduce costs.
- Evaluate opportunities to coordinate efforts.
- Evaluate new initiatives as appropriate.

Task 4-4: Participation in the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) Trash Work Plan Activities:

Description and Status

The Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) is composed of 13 cities, the County, and the District and the organization collaborates on ways to minimize and prevent urban runoff pollution, including trash. Both the City and District are co-permittees to the Stormwater NPDES permit No. CAS612008 for the Santa Clara Basin and are members of SCVURPPP. This task would include the participation of both agencies in SCVURPPP's Trash Work Plan. The Joint Trash Team shall as part of its annual work planning consider opportunities to cooperate on implementing trash assessments and to share information and ideas on how to improve trash management practices.

During FY09-10 the SCVURPPP Trash Ad Hoc Task Group worked collaboratively to assist in the identification, selection and documentation of the required Trash Hot Spots. District and City staff participated in the group's development of the Photographic Documentation Protocol for Creek and Shoreline Trash Hot Spots and the Trash Hot Spot Cleanup Data Collection Form. Information from the trash MOA work fed into the guidance on site selection and to identify high trash load areas in San Jose and bordering cities.

City staff has been working with SCVURPP program staff to develop a Baseline Load assessment. This load assessment involves City staff monitoring 84 previously installed full trash capture devices. The existing full trash capture devices have been installed in land uses categorized as: Commercial/Public, Multi-family, Retail/Wholesale, and Single-family. The City is currently developing plans to expand this monitoring program to include additional data points and large area full trash capture devices (Hydrodynamic Separators). These additional full trash capture devices will provide more data for the Baseline Trash Load assessment and for the Trash Load Reduction Tracking.

In addition City staff has been working with SCVURPP program staff and staff from other co-permitee cities to develop tracking methodologies for the measurement of a trash baseline and load reductions. A set of trash reduction activities have been developed and staff has been conducting literature reviews to locate existing documentation of their effectiveness. In addition, City staff is collecting data from installed full trash capture devices and creek clean-up events and will be using this data in the Baseline Trash Load assessment and tracking methodologies.

Evaluation

Successes

- Both agencies helped advance the work of the SCVURPPP Trash AHTG.
- The Trash AHTG continued implementation of inlet-based structural trash management projects.

Challenges/ Improvements for 2010-2011

- The City and District will continue to perform joint trash assessments where appropriate.
- The Structural Trash Management Pilots will continue in San José and Sunnyvale.

Task 4-5: Participate in the Silicon Valley Anti-Litter Campaign:

Description and Status

The Silicon Valley Anti-Litter Campaign (Campaign), formerly known as the Santa Clara County Litter Technical Advisory Committee, was reactivated this fiscal year. The Campaign was reorganized and the subcommittees consolidated from five to three committees: Volunteers, Education, and Enforcement. City and District staff participate in all active subcommittees, with Joint Trash Team staff serving on the

Education and Enforcement subcommittees. Each of the subcommittees is working this term to create a new set of goals for the current campaign

In September 2007, the Silicon Valley Anti-Litter Campaign launched the Litterbug Hotline, which allows people to report vehicle littering. The City's Anti-Graffiti and Litter Program sponsors and continues to operate the hotline for the SVALC and is discussing how to further the involvement of other municipalities in the hotlines operation. Also, the SVALC volunteer subcommittee organized the Annual Great American Litter Pick Up event, which was held on March 20th, 2010 and had the largest turn out to date with 2,257 volunteers.

Evaluation

Successes

- Sustained anti-litter programs through the campaign's hiatus and supported the renewed campaign

Challenges/Improvements for 2010-2011

- Continue to participate in the Campaign to further the goal of trash prevention and removal from City and District watercourses

Task 5
Develop Annual Trash MOA Work Plans and Reports

Description and Status

This objective guides the development of annual reporting and work planning activities under the Trash MOA. An Annual Report and Work Plan are submitted to the Trash MOA Executive Committee for their review and approval.

Evaluation

Successes

- The Joint Trash Team collaborated to produce the 2009-2010 Annual Report and 2010-2011 Draft Work Plan.

Challenges/Improvements for 2010-2011

- Improving effectiveness and efficiency of all Trash MOA activities.

Attachment A
2008 Joint Trash Team

City of San José

Ella Samonsky
Environmental Services Specialist
Environmental Services Department, Watershed Protection

James Downing
Supervising Environmental Services Specialist
Environmental Services Department, Watershed Protection

Elaine Marshall
Program Manager
Environmental Services Department, Watershed Protection

Ed Ramirez
Senior Maintenance Worker
Environmental Services Department, Integrated Waste Management

Spiros Kolomvotos
Senior Maintenance Worker
Environmental Services Department, Integrated Waste Management

Servando Perez
Community Coordinator
Parks, Recreation and Neighborhood Services, Anti Graffiti and Litter Program

Brandon Casper
Park Facilities Supervisor
Parks, Recreation and Neighborhood Services, Regional Parks

Kelly Hemphill
Development Officer
Department of Housing

Jim Ardwan
Officer, Metro Unit
San Jose Police Department

Raymond Ho
Associate Civil Engineer
Department of Transportation

Santa Clara Valley Water District

Carol Fredrickson
Field Operations Unit Manager
West/Guadalupe Watershed

Celia Norman
Senior Office Specialist
West/Guadalupe Watershed

Dale Honda
Field Operations Administrator
Guadalupe Watershed

Ken McKenzie
Field Operations Unit Manager
Coyote/Pajaro Watershed

Ramona Ramstead
Senior Office Specialist
Coyote/Pajaro Watershed

Don Duran
Field Operations Administrator
Coyote Watershed

Brett Calhoun
Senior Water Quality Specialist
Stream Water Quality Unit

Attachment B
City-District Executive Committee

City of San José

Debra Figone
City Manager
City of San Jose

John Stufflebean
Director of Environmental Services
City of San Jose

Melody Tovar
Deputy Director – Watershed Protection
City of San Jose

Santa Clara Valley Water District

Beau Goldie
Chief Executive Officer
Santa Clara Valley Water District

Marc Klemencic
Chief Operating Officer- Watersheds
Santa Clara Valley Water District

Liang Lee
Deputy Operating Officer – Office of Coyote/Pajaro Watershed Division
Santa Clara Valley Water District

Chris Elias
Deputy Operating Officer – Guadalupe/West Valley Watershed Division
Santa Clara Valley Water District

Attachment C
Costs Associated with Trash MOA activities

Date	Event Type	Quarter	Personnel costs			Non-personnel costs			Total costs		
			City	*District*	*total*	*City*	*District*	*total*	*City*	*District*	*total*
7/1-9/30	Weekly	1	1,400	9,279	10,679	135	9,430	9,565	1,535	18,709	20,244
7/28/2009	Partnered	1	660	2,754	3,414	1,352	0	1,352	2,012	2,754	4,766
8/12/2009	Partnered	1	1,012	1,709	2,721	23	960	983	1,035	2,669	3,704
8/15/2009	Monthly	1	13274	0	13,274	270	0	270	13,544	0	13,544
8/25 & 9/23/09	Partnered	1	1,320	4,832	6,152	2,779	0	2,779	4,099	4,832	8,931
9/26/2009	Monthly	1	13274	7,923	21,197	198	0	198	13,472	7,923	21,395
10/1-12/31	Weekly	2	1,400	4,835	6,235	50	0	50	1,450	4,835	6,285
10/31/2009	Monthly	2	13,274	3,628	16,902	313	0	313	13,587	3,628	17,215
11/21/2009	Monthly	2	13,274	5,932	19,206	276	0	276	13,550	5,932	19,482
1/1-3/30	Weekly	3	2,520	19,948	22,468	285	0	285	2,805	19,948	22,753
1/23/2010	Monthly	3	13,274	0	13,274	351	0	351	13,625	0	13,625
2/2 & 2/3/10	Partnered	3	2,298	2,586	4,884	35	0	35	2,333	2,586	4,919
4/1-6/30	Weekly	4	1,960	16,111	18,071	254	0	254	2,214	16,111	18,325
4/17/2010	Monthly	4	13,274	8,272	21,546	464	0	464	13,738	8,272	22,010
6/15/2010	Partnered	4	1,804	8,692	10,496	25	279	304	1,829	8,971	10,800
Total $			**$94,018**	**$96,501**	**$190,519**	**$6,809**	**$10,669**	**$17,478**	**$100,827**	**$107,170**	**$207,997**

Program Costs Summary

Program	Personnel costs			Non-personnel costs			Total costs		
	City	*District*	*total*	*City*	*District*	*total*	*City*	*District*	*total*
Weekly	7,280	50,173	57,453	724	9,430	10,154	8,004	59,603	67,607
Monthly	79,644	25,755	105,399	1,871	0	1,871	81,515	25,755	107,270
Partnered	7,094	20,573	27,667	4,214	1,239	5,453	11,308	21,812	33,120
Total $	**$94,018**	**$96,501**	**$190,519**	**$6,809**	**$10,669**	**$17,478**	**$100,827**	**$107,170**	**$207,997**

Attachment D – Trash Prevention & Removal Programs and Contacts List

Program	Agency	Department/ Division	Trash Team Contact	Program Contact	Scheduled Cleanup	Complaint-Based Cleanup	Volunteer Cleanup	Homeless Encampments	General Education	Targeted Education	Structural Preventative Measures	Other	Program Description
Adopt -A-Creek	District	Customer Relations Unit	None	Kate Slama 265-2607 x2739			●						Recruits and trains volunteers to support management of creeks and waterways, including litter removal.
Adopt-A-Hotspot Volunteers	City	PRNS	Servando Perez 277-3208				●						Volunteers clean one or more of 150 Litter Hotspo once a month.
Adopt-A-Park	City	PRNS	None	Mollie Tobias 535-3588			●						Recruits and trains residents to assist in the genera care and maintenance of parks and other open spac in San José. Goal is to have all 150 parks adopted residents or neighborhood groups.
Adopt-A-Street	City	DOT	Raymond Ho 277-5044	Phyllis Schulz 975-7174			●						Recruits and trains volunteers to remove litter in C vacant lots and other properties. City supplies ves gloves & bags, and any equipment required for the area to maintain it, such as litter sticks, rakes, brooms, etc.
Adopt-A-Trail	City	PRNS	None	Mollie Tobias 535-3588			●						Recruits and trains volunteers to support management of trails, including litter removal.
Alternate Work Program	City	DOT	Spiros Kolomvotos 975-2538	Brian Birmingham 975-7177	●	●		●					City staff supervises Santa Clara County Departme of Corrections labor to assist with encampment cleanups. These resources are also used to perforn weed, litter, and illegal dumping removal along roadsides, vacant lots, landscaped areas, and alleyways within the City limits. Program goals ar similar to landscaping, as AWP is responsible for a subset of the City's responsibility.

Attachment D – Trash Prevention & Removal Programs and Contacts List

BASMAA Regional Ad Campaign	Both	See Description	None	Geoff Brosseau 650-365-8620						●			Media campaign targeting 18-29 yr old males who litter, with the goal of reducing littering behaviors this audience. Campaign to be implemented in FY 08-09. Campaign participants: Stormwater Progra in Alameda, Contra Costa, Santa Clara, San Mateo Marin Counties, as well as the Vallejo and Fairfield/Suisun sanitary districts.
Blue Ribbon Commission on Ending Homelessness and Solving the Affordable Housing Crisis	Both	Multiple	Ken McKenzie 265-2607 x2934	Maureen O'Malley-Moore 299-5018				●				●	Countywide effort which seeks to eliminate homelessness in Santa Clara County in 10 years.
Clean Safe Creeks - Good Neighbor Maintenance Program	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Ken McKenzie 265-2607 x2934	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413	●			●					Crews remove illegally dumped items such as shopping carts, mattresses, cans, bottles, and gener litter on District properties or easements when identified by citizens or District inspections. "Hot spots" are identified and addressed, i.e. (visible intersections 150' upstream or downstream and floodplain areas) are identified and placed in Good Neighbor routes. All routes are completed four tir a year.
Code Enforcement Neighborhood Cleanups	City	PBCE	None	Henry Machens 277-8094 Vince Tovar 277-8435	●								Scheduled throughout the year, every neighborhoo in the City is cycled through within three years..
Code Enforcement Response	City	PBCE – Code Enforcement	None	Jamie Matthews 277-8455						●		●	Debris dumped on private property is the responsibility of the property owner, even if it was not generated by the property owner. Code Enforcement inspectors respond to complaints and direct property owners to clean up the debris.
Complaint Response	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	None	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote)		●							Crews respond to citizen complaints received thou hotline or website within five working days.

Attachment D – Trash Prevention & Removal Programs and Contacts List

				x3034, Ray Bramer (West Valley) x2413									
Creek Connections Action Group (CCAG)	Both	Multiple	Ella Samonsky 277-2730	Kate Slama 265-2607 x2739			●						Volunteers remove trash from creeks, rivers and lakes in Santa Clara County twice each year on National River Cleanup Day (May) and Coastal Cleanup Day (September).
Creek Inspection Program	District	Field Operations Guadalupe, West Valley and Coyote Watersheds	Dale Honda 265-2607 x2916 Don Duran 265-2607 x3034	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote), Ray Bramer (West Valley) x2413	●								Crews inspect routes and may identify and report accumulations. Cleanup crews are scheduled to respond to reported trash accumulations.
Debris Removal	District	Field Operations - Guadalupe, West Valley and Coyote Watersheds	Dale Honda Don Duran	Maintenance Field Office 265-2607 Dale Honda (Guad) x2916 Don Duran (Coyote) x3034, Ray Bramer (West Valley) x2413	●								Crews clean up trash accumulations on bridges an pier noses. Crews also cleanup litter accumulated fenced areas along the creek and handle projects associated with flood protection and erosion contr
General Complaint Trucks	City	DOT	Raymond Ho 277-5044	Greg Schultz 975-7154		●							Crews collect illegal dumping, debris and other hazards found in or along the City streets in respon to calls from the public. They also respond to requests for accident and spill cleanups in City streets. The primary goal is to respond to the high percentage of calls within a stated time period.
Great American Litter Pick-up	City	PRNS	Servando Perez 277-3208				●						County-wide day of cleaning litter out of neighborhoods, parks, streets, etc.
Illegal Dump Site Correction	City	PRNS	Servando Perez 277-3208	Jackie Campos 277-3208	●								Corrections are made to eliminate illegal dumpsite

Attachment D – Trash Prevention & Removal Programs and Contacts List

Landscape Maintenance	City	DOT	Raymond Ho 277-5044	Greg Schultz 975-7154	●	●							Crews remove litter and debris from City landscap medians and backups. Primary goal is to maximiz number of landscape parcels in good or better condition.
Litterbug Hotline	City	PRNS	Servando Perez 277-3208	Jackie Campos 277-3208								●	Hotline for drivers to call and report people litterir on Santa Clara County roads and highways.
Litter Education Television Commercials	City	PRNS	Servando Perez 277-3208		●		●		●				The anti-litter "litter ladder" educational commerc are being run on television. In FY 2009-2010 the commercials were aired year round on the Animal Planet, Discovery, Family, TNT, Toon Network channels.
Parks Maintenance	City	PRNS	Brandon Casper 277-3208	Jaime Ruiz Park Concern Number 793-5510	●	●							Crews provide maintenance services and respond t illegal dumping in City parks and along trails in ei geographic maintenance districts.
Pick Up San Jose Volunteers	City	PRNS	Servando Perez 277-3208				●			●			Volunteers are recruited at fairs, festivals, community meetings and other miscellaneous grou meetings to pick up litter whenever they are able. I FY 08-09 3,899 people volunteered.
Shed Program	City	PRNS	Servando Perez 277-3208				●						Volunteer groups borrow anti-litter supplies from a AGLP shed and conduct a neighborhood cleanup. FY 2008-09 supplies were loaned to 41 groups to conduct neighborhood cleanups.
Silicon Valley Anti-Litter Campaign	Both	multiple	Brandon Casper 277-3208	Kansen Chu Nora Campos								●	See Objective G
Storm Inlet Cleaning	City	DOT	Raymond Ho 277-5044	Lou Cancilla (South Yard), Gary Correa (Mabury Yard)	●	●							Between October and February, all inlets in the Ci are inspected and cleaned out to remove collected debris. The goal of the program is to prevent both fine and bulky pollutants from traveling further do the storm system.
Street Sweeping	City	DOT	Raymond Ho 277-5044	John Meltzer (Contracts) Greg Schultz (Sweepers) Laurel Godley	●	●							Using both contractual and City personnel, the Cit provides sweeping at least once per month on all streets. Arterials, collectors and selected business districts receive sweeping at least twice per month Outreach through the Recycle Plus Program with t

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				(IWM Contracts)									message to move cars on sweep day. The goal of t program is to have the highest percentage of swept streets judged good or better.
Structural Trash Pilot Project	City	ESD	Ella Samonsky 277-2730	James Downing, 945-3000							●		Pilot installation of 83 metal screens in stormdrain catch basin inlets designed to prevent trash larger than 5mm in diameter from passing into lateral and onto the main and creek.
Weekend Youth Juvenile Offender Program	City	PRNS	Servando Perez 277-3208		●								Two vans of Youth Juvenile Offenders remove deb from Litter Hot Spots. In FY 09-10 The Juvenile Offenders Program performed 4,853 hours or servi and picked up 2,983 bags of litter.
WMI Trash Subgroup	City	ESD	None	Melody Tovar 277-3892								●	Subgroup of the Santa Clara Basin Watershed Management Initiative with the following goals: 1. Bring people together who are working on the trash issue. 2. Share information on current activities. 3. Determine what additional activities would help reduce trash in creeks. 4. Make recommendations for action by the WMI and other entities.
WMI Product Action Subgroup	Both	Various	None	Roberta Dunlap 277-5364						●		●	Subgroups of the Santa Clara Basin Watershed Management Initiative, formed to promote, implement, and track local agency activities that advance the responsible management and reductio of product-associated waste streams that can affect watershed health. The goal of this subgroup is to collaborate/coordinate on product "actions" (for example, reducing single-use shopping bags and single-serve water bottles) in order to reduce litter and other contaminants.

Task 1 – Monthly Encampment Cleanup Program

The monthly encampment cleanup program focuses on the cleanup of Active Illegal Encampment sites and is led by the City. Activities are typically conducted during the weekend, averaging approximately one day per month. (MOA §3.B)

#	Activities	Completion Date	Lead Coordinators
A.	See Monthly Cleanup of Illegal Encampments (per Trash Removal & Prevention MOA) Guidance Standard Operating Procedures (SCVWD Document # WW75123b) for specific tasks and responsible parties.	Monthly, dependant on conditions.	City: Spiros Kolomvotos City: Jim Ardwan District: Jeff Hopkins

Task 2 – Weekly Encampment Cleanup Program

The weekly encampment cleanup program usually focuses on the cleanup of Inactive Illegal Encampment sites, but may also include cleaning Active Illegal Encampment sites. The weekly encampment cleanup program is led by the District. Activities are conducted typically Monday thru Friday, approximately one day per week. (MOA §3.C)

#	Activities	Completion Date	Lead Coordinators
A.	See Weekly Cleanup of Illegal Encampments (per Trash Removal & Prevention MOA) Guidance Standard Operating Procedures (SCVWD Document # WW75123a) for specific tasks and responsible parties.	Weekly, dependant on conditions.	District: Jeff Hopkins City: Spiros Kolomvotos

Task 3 – Partnered Cleanup Projects Program

The Trash Cleanup Projects program helps to address the clean up of trash accumulations that fall outside the scope of both the weekly encampment cleanup and monthly encampment cleanup programs. Up to five partnered cleanup projects will occur each year. (MOA §3.D.1.a)

#	Activities	Completion Date	Lead Coordinators
A.	Identify up to five creek sites based on the criteria below (MOA §3.D.1.b.i-vi): i. Site is a historically-reoccurring litter problem area; ii. Site has received complaints from the public; iii. Site provides opportunity for proactive intervention; iv. Site has significant accumulation of debris needing specialized equipment for removal; v. Site is an area frequented by the public; and vi. Site is on a watercourse flowing within the boundaries of the City of San José	Annually	District: Ken McKenzie District: Carol Fredrickson City: Ella Samonsky City: Spiros Kolomvotos
B.	Coordinate all logistics, including timetables and resource allocations, needed to implement each cleanup, e.g.: permits, labor, disposal, haz waste removal, p.p.e., cleanup supplies, and any other resources deemed necessary. (MOA §3.D.2 and §3.E.3)	Annually	Joint Trash Team
C.	Implement cleanup projects according to the agreed-upon timetables and resource allocations.	Annually, specific to each cleanup	Joint Trash Team
D.	Document results, resource allocations, and expenditures in the Annual Report	Annually	City: Ella Samonsky District: Ken McKenzie

Task 4 – Other Trash Prevention & Removal Activities

#	Activities	Completion Date	Lead Coordinators
A.	Create and maintain a list of existing programs administered by the City and the District for trash removal and prevention. Include	August 31, annually	City: Ella Samonsky District: Ken McKenzie

#	Activities	Completion Date	Lead Coordinators
	program description, administering agency and department(s), annual program goals, proposed budget, and program changes anticipated. (MOA §3.A.3.a.i and §3.E.1)	Include in Annual Report	
B.	Consider opportunities for improved use and coordination of enforcement and education by the City and District. (MOA §3.E.2)	August 31, annually	Joint Trash Team
C.	Prepare a report of existing coordination efforts under this MOA and identify potential improvements or new initiatives. (MOA §3.A.3.a.ii)	August 31, annually Include in Annual	City: Ella Samonsky District: Ken McKenzie
	1. Review the existing coordination efforts under this MOA and identification of improvements or new initiatives.	ongoing	Joint Trash Team
	2. Specify tasks needed to maintain coordination on program areas where the City and District can most effectively coordinate on trash programs	ongoing	Joint Trash Team
	3. Specify tasks intended to improve coordination on any of the items under this MOA	ongoing	Joint Trash Team
D.	Consider opportunities to cooperate on implementing trash assessments and to share information and ideas on how to improve trash management practices, as part of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) Trash Work Plan. (MOA §3.E.4)	August 31, annually	City: Ella Samonsky District: Brett Calhoun
E.	Create and maintain a staff list for Joint Trash Team members and Executive Committee members. Include name, title and agency. Document in Annual Report. (MOA §3.A.3.a.iii)	August 31, annually	City: Ella Samonsky District: Ken McKenzie

Task 5 – Develop Annual Trash MOA Work Plans and Reports

The Joint Trash Team shall prepare a Work Plan for the Activities under this MOA annually by August 31 of each year of the MOA. (MOA §3.A.3.a). The Joint Trash Team shall also prepare a Report of activities implemented under this MOA annually by August 31 of each year of the MOA. (MOA §3.A.4.a.i)

#	Activities	Completion Date	Lead Coordinators
A.	Create and submit an annual work plan for Trash MOA activities. (MOA §3.A.3.a)	August 31, annually Include in Annual Report	City: Ella Samonsky District: Ken McKenzie
B.	Prepare Annual Report and submit it to the Executive Committee. The Report shall, at a minimum, include (MOA §3.A.4.a.i):	August 31, annually	City: Ella Samonsky District: Ken McKenzie, Ramona Ramstead
	1. Report on the status and accomplishments of MOA Work Plan activities. (MOA §3.A.4.a.ii.1)		
	2. Number of sites, site locations, and amount of material collected during all cleanup programs or projects under this MOA. (MOA §3.A.4.a.ii.2)		
	3. Estimated expenditures under this MOA. (MOA §3.A.4.a.ii.3)		